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ABSTRACT

This assessment of the conservation needs of the Frances Corrick Thomas Library begins with an examination of the architectural and environmental peculiarities of the existing building, which is seen as a major obstacle to achieving an effective conservation program. Needs are identified and recommendations for immediate and intermediate action, as well as long term plans, are provided for the library building and library materials. Activities recommended for immediate action require little or no funding, e.g., the development of written guidelines for emergencies and disasters. Plans for intermediate action focus on measures for conservation in the Rare Book Room and Special Collection Archives. Upgrading of conditions in other library areas is recommended under long range building plans. The discussion of library materials covers special collections, recent preventive conservation measures taken, a program for replacing worn books, and the microfilming of medical theses and heavily used books. Library staff and patrons are discussed in terms of training in the proper care of books and acquiring funding. Four appendices include a statement of aims and goals, the library collection development policy, library special collections policy, and a proposal for the establishment of a Friends of the Library organization. Thirteen references are listed. (RBF)

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A CONSERVATION PLAN FOR THE TRANSYLVANIA UNIVERSITY LIBRARY

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6 August 1981

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In order to effectively assess the conservation needs of the Frances Carrick Thomas Library it is first necessary to examine the architectural and environmental peculiarities of the existing building. The building in its current state provides the greatest obstacle toward achieving an effective conservation program.

The library building was dedicated in 1954 having undergone an erratic period of construction since 1947. Plans for the building were first drawn up in 1920 and redone several times before construction began. Prior to the dedication of the library building, books were housed in rooms of various campus buildings.

The building is constructed of brick with poured concrete flooring. The peaked section of the roof is tin and the flat sections in the roof wells are composed of tar and gravel. The building was designed with a central core of book stacks, of which there are four levels. The shelving on the fourth level (Special Collections/Archives) is free-standing and the shelving on the other three levels is the type that attaches from floor-to-ceiling. There are three non-stack levels which function as reading and reference rooms, lounge areas and a Rare Book Room.

In the winter the building is heated by both a steam line and a hot water line supplied by the campus plant. Reducers located on the ground floor regulate the amount of pressure. A new steam line was installed last year but essentially it is a 30-year old system.

There is no central air conditioning system, or provision for humidity control or air filtration. Three areas are cooled by window air condi-

tioners during the hot summer months; the Rare Book Room, the Computer Room and the technical processing area.

The lack of a closed climate control system necessitates the windows being open six to seven months of the year for ventilation. Not only does this allow for a great deal of fluctuation in temperature, but it also hampers the efforts to control the amount of sunlight entering the building. Although Lexington is not a heavily industrial area with serious air pollution problems, the location of the library on a heavily travelled north-south artery through town exposes the materials to pollutants emitted from automobiles. A final consideration in regard to the open windows is that there are no screens or storm windows fitted, allowing insects and birds to enter as they please.

Six or seven years ago some insulation was blown into the attic ceiling, but an examination of the building has not revealed insulation in any other areas. With the exposed brick and plaster construction, adding insulation to the walls would be difficult, if not impossible.

Lighting throughout the building with the exception of the Rare Book Room, the technical processing area, and several storage rooms, is by fluorescent fixtures. All windows are fitted with venetian blinds but they are rarely drawn except in the Rare Book Room and Special Collections.

Shelving throughout the library is on metal bookcases except in the Rare Book Room and the Reference Room. Glass-fronted cases with wooden shelves are located in the Rare Book Room. While the cases provide some protection from airborne dirt and pollutants, they restrict the free flow of air which inhibits mold growth. Temperatures are higher inside the cases

than in the rest of the room which increases the rate of deterioration.

The only controls against fire are four water fire extinguishers located outside stack areas on each main floor. Two fire exits are located on the ground floor. There are no automatic fire detection or suppression systems. Likewise, there is no automatic electronic security system. Access to the library is limited to one door secured by a dual-keyed dead bolt lock. All staff members plus numerous University personnel have keys to the building. Within the library, access is limited to the Rare Book Room and Special Collections/Archives through a different dead bolt lock to which there are two keys issued, one to the librarian in charge of Special Collections/Archives and the other to the Head Librarian. Windows on the ground floors, accessible from outside, have been fitted with steel stops which prevent them from being opened higher than four inches. This was done in response to a series of amateur break-ins where the vandals were after petty cash.

Housekeeping services are provided by University personnel where minimal cleaning in public areas is done to keep up appearances. Exterior maintenance is of a reactive nature, never as a preventive measure. Finally, there are no written disaster plans to deal with fires or floods. There is a campus-wide tornado evacuation plan; the ground floor of the library is one of the designated shelters.

Most of the above limitations inherent in the building have been discussed and brought to the attention of the University administration over the past twenty-seven years, and outlined in the annual capital expenditure plans. Lack of funds has always been the reason given for not

making improvements. Consequently, the conservation plan outlined below is a conservative one, to be taken one step at a time and built upon over the next fifteen years. A fresh opportunity to educate top administrative officials on the necessity of conservation may present itself over the next few months with the arrival of a new Dean of the College on August 1, 1981 and with the upcoming selection of a new President of the University.

LIBRARY BUILDING - IMMEDIATE ACTION

Recommendations designated for immediate action will be those that can be achieved with little or no funding. The realities of working within a University budget require that large capital expenditures be approved and budgeted several years in advance.

One very important immediate need is the formulation of written guidelines for emergencies and disasters. For the Lexington area, guidelines should be prepared for tornado/wind damage, flood/water damage, and fire damage. These guidelines should be formulated with the cooperation and input of the entire library staff, and when completed, distributed to all staff members including student assistants. The guidelines should take into account a total disaster with the loss of accepted public utilities such as telephone, electricity, gas and water.

Much delay and confusion in the aftermath of a disaster can be avoided with preventive measures and careful planning. Of primary importance is to ensure that conditions do not exist which will lead to accidents or human error. The installation of adequate automatic fire extinguishing

systems will prevent a fire from getting totally out of hand. Water alerts will give early warning of water or flooding present. Good housekeeping and maintenance programs will prevent small problems from turning into major disasters. Security systems will deter vandalism.

In light of the fact that the Transylvania Library has none of the preventive equipment mentioned, it is especially important that disaster plans be formulated, and the staff trained to react to such emergencies. Of high priority is the formulation of a list of the most valuable and irreplaceable items in the book and manuscript collections. Providing officials allow access to the building, or in case of early warning of an impending disaster, these materials would be removed first. A list of materials needed in salvage operations should be prepared along with the names, addresses, and telephone numbers of firms which could supply them. The list should include companies both in and outside of Lexington in case the entire city is affected. Lists of firms which could supply needed services in the event of a disaster, such as refrigerated trucks and freezer lockers, plastic milk crates, etc. should also be prepared. Agreements with these companies should be worked out well in advance so that both sides know what to expect should their services be required. Lists should be made of contact people in agencies, firms or conservation consortiums in case their expertise is needed as well. Finally, a list should be made of all staff members, their addresses and telephone numbers. Duplicate copies should be made of all lists and be kept by several staff members in their homes in case the original lists are destroyed or lost.

Each staff member should be trained as to their responsibility in

case of a disaster, and a leader for the disaster recovery should be appointed. All staff members should know the location of fire extinguishers and should be familiar with their operation. They should know how to cut off water and electricity, and who to contact for first aid. Again, this must be done before a disaster strikes. In most libraries the card catalog is the most important record of what is owned by the library. While not portable, this is an important area to save. Since the Transylvania Library is a member of SOLINET and shares the OCLC data base, an archive tape of holdings input since 1978 is available from SOLINET in Atlanta, Georgia. While this archive tape does not document all holdings, a partial record held outside the library building would be of some help.

Following a disaster, salvage operations must begin. The previously identified high priority items must be removed and their condition temporarily stabilized. Contacts identified on the prepared lists must be notified for supplies, or advice, or to be told to expect a shipment. Electricians, plumbers and carpenters from the campus Physical Plant may need to be called to the scene. Staff members and volunteers must be organized and their efforts coordinated.

The final phase following a disaster is that of restoration. It may be decided to discard some little-used materials of dubious value. Other material may be able to be repaired in-house at little expense. Books and periodicals still in print or available on microform could be replaced rather than be restored. Those items that are unique and irreplaceable merit professional restoration. If salvage operations have been handled correctly, these materials will be stabilized so that time

can be taken to make informed and proper decisions as to their restoration needs and techniques available.

Other immediate actions to be taken involve a measure of staff education and cooperation. Maintenance crews need to be made aware of the importance of keeping the gutters, drains and downspouts clean and unobstructed. Large flat areas on the roof make this especially imperative. Coupled with this is a large pigeon population which should be eliminated by the use of a pigeon repellent. Not only do these birds carry insects and disease themselves, but they frequently build their nests in the gutters and downspouts and prevent free drainage of water. Another area of concern is the ground floor level where there is a crawl space housing numerous pipes for the heat system. The crawl space and pipes need to be sealed off to prevent insects and rodents from entering the building, and a program of routine spraying for insects should be initiated.

The library staff must work with the housekeeping staff in explaining the importance of dusting the books and book stacks throughout the building. The appointed conservation officer should see that the staff member in charge of housekeeping makes periodic checks to see that the cleaning is being accomplished satisfactorily. The conservation officer should educate the library and housekeeping staff, including student assistants, in the necessity of keeping blinds drawn as much as possible to prevent damage by ultraviolet energy. Emphasis should be given to keeping the blinds completely drawn when the library is closed.

The placement of temperature and relative humidity indicators through-

out the building will be useful in assessing precise conditions. The temperature and humidity should be monitored and recorded several times a day. As this record is kept over several months and the damaging fluctuations recorded, the data can be used to document the need for temperature and humidity control. Likewise nitrous oxide test strips should be placed in all rooms and their condition noted daily.

Three additional measures which should be instituted immediately are painting all interior walls of the library white, purchasing screens and storm windows for all windows, and the installation of smoke detectors throughout the building. While screens and storm windows are a major capital expense, the need for them has been recognized by the Board of Trustees and has been discussed in past years and therefore would stand a better chance for approval than other major expense items. Painting the walls with a white paint containing titanium dioxide will absorb some ultraviolet radiation. Smoke detectors will provide an early warning of fire, protecting both personnel and library materials.

Many of the conservation measures outlined above would be applied to Special Collections/Archives. This area, as the repository of the most unique and valuable books and documents in the collection, should be singled out for special attention. This area more than any other in the building is overlit by fluorescent fixtures. Although all the lights are rarely turned on at one time, the immediate purchase of ultraviolet absorbing plastic sleeves would cut down enormously on the amount of ultraviolet energy emitted. Half of the fixtures should be disconnected so as to reduce lighting levels.

Utilizing student help available during the school year, Special Collections/Archives should begin a continuous program of intensive cleaning. Books should be removed from the shelves one section at a time, the shelves vacuumed and scrubbed with a solution containing formalin. At the same time, the adjacent floors, walls and ceiling can be similarly cleaned. As the books are replaced on the shelves, each volume should be gently vacuumed to remove grit and dust.

LIBRARY BUILDING - INTERMEDIATE ACTION

Intermediate action conservation plans will emphasize measures to be applied to the Rare Book Room and Special Collections/Archives. Before the environment in Special Collections/Archives can be effectively regulated a modification must be made to the room. As mentioned in the outline of the present building, the stack core consists of four levels serviced by an interior staircase. The stairs continue up to Special Collections, the fourth level. Access is blocked at the third level by an iron gate secured by a dual-keyed dead bolt. The interior stairwell serves to funnel heat and humidity from the lower floors to the fourth floor. This stairwell must be blocked off before climatic control can be achieved.

Once the stairwell is sealed off, the area can be air conditioned along with the provision for suitable humidity control. The addition of an air filtration system utilizing activated carbon filters would be ideal. Specific recommendations as to the types of equipment suitable for retrofitting this area should be made following consultation with an air condi-

tioning supplier.

The Rare Book Room is self-contained but the doors and windows should be sealed tightly for effective climate control. At present the area is cooled by two inferior window air conditioners. These units are currently being evaluated for possible replacement. A humidifier/dehumidifier should be purchased to allow for the maintenance of a 50% +/- 5% relative humidity. Ideally this area should also have air filtration through activated carbon filters.

Another step to be taken in both Special Collections/Archives and the Rare Book Room would be the purchase of Solar-Screen Mylar sun shades for all windows. These shades, combined with the venetian blinds, should provide adequate protection from damaging ultraviolet energy.

As mentioned in the building profile, the library has a tin roof. In order to insure against rust, resulting in leaks, a program of frequent painting is necessary. An examination of the roof has revealed some rust which indicates the roof should be repainted within the next two years. This is especially important since the Rare Book Room and Special Collections/ Archives are on the top floor and would be the first areas to suffer should a leak develop. Several "Water Alert" sensing alarms wired to the campus security office should be placed in the Rare Book Room and Special Collections/ Archives to give early warning should a leak develop.

Also needed in the Rare Book Room and Special Collections/Archives is the installation of a halon gas fire extinguishing system and a custom-designed professionally installed security alarm system. Both of these systems should be wired to the campus security office and to the fire and

police stations respectively.

Plans for intermediate action strongly emphasized the Rare Book Room and Special Collections/Archives. Realizing that funds for upgrading the entire building would not be available within five years, preparing optimal conditions for the areas which house the most valuable books and manuscripts and the University archives, seems the best course of action.

Improvements to the rest of the building should not be ignored, and one recommendation would be the purchase of ultraviolet filtering sleeves for the fluorescent fixtures throughout the rest of the building. To further cut down on light intensity, the fixtures in the stacks could be fitted with switches with timed shut-offs. This will also save electricity and help to cool the stack areas.

The Audio-Visual storage room, situated on the ground floor, requires a dehumidifier in order to control the amount of moisture present. "Water Alert" sensing alarms should be purchased and placed throughout the ground floor level since it is an area that has flooded in past years. The alarms should be connected to the campus security office.

LIBRARY BUILDING - LONG RANGE ACTION

Long range conservation measures will emphasize upgrading conditions in those areas of the building aside from the Rare Book Room and Special Collections/Archives. An important goal would be the installation of a closed system which would provide air conditioning, humidity control and air filtration for the entire building. Because of the intricacies involved in retrofitting an older building with such a system,

this would be carefully designed following consultation with appropriate experts. To carry the increased electrical load, modifications would have to be made to the present wiring systems.

A fire extinguishing system is another must, and since a halon gas system for the entire library would be prohibitively expensive, a dry pipe sprinkler system should be adequate to protect the circulating collection. Finally, since a closed air conditioning system would eliminate the need for open windows, solar film should be applied to all remaining windows in the library.

LIBRARY MATERIALS

The circulating, reference and periodical collections adhere to the guidelines expressed in the library aim and goals statement (See Appendix A) and the Collection Development Policy (See Appendix B). These materials are intended for classroom support and research in an undergraduate setting. No attempt is made to develop a major research collection. The majority of books and periodicals have been purchased since the library building was dedicated in 1954. Due to the storage conditions outlined above, many of the materials are now beginning to show signs of deterioration. Furthermore, over the years many books and periodicals have been improperly mended using pressure sensitive tape and improper adhesives. Prior to 1977 all paperbacks purchased were sent to a commercial bindery before entering circulation, and many heavily used periodicals were likewise bound. Since then, paperbacks are replaced, if and when necessary, rather than bound. Selected periodicals are bound

in-house using the Brodart Thermivit Binding System.

Microforms comprise a very small part of the collection, being limited to the New York Times from 1952 to the present and occasional back issues of periodicals purchased retrospectively. The library houses and circulates all audio-visual hardware for the campus community. This hardware consists of 16mm film projectors, carousel slide projectors, tape recorders, record players, overhead and opaque projectors, screens, a t.v. with a video camera and two videocassette recorders. No preventive conservation measures have ever been applied to the general circulating collection.

Special Collections/Archives and the Rare Book Room house the written and printed "treasures" of the University. The Rare Book Room houses a collection of medical books which date from the late 1400's to 1800; complete collections of the first editions of Charles Darwin, Thomas Huxley and Alfred R. Wallace, and some rare Kentucky history items. The Special Collections/Archives area houses Transylvania's early medical library, the early general "academic" library (both pre-1860), a collection of 1,800 handwritten medical theses required of the medical students (1820-1850), the J. Winston Coleman Kentuckiana Collection (books, pamphlets and photographs), and books which have been removed from the circulating collection over the years due to their scarcity and uniqueness. Highlights of the manuscript collection are the papers of Henry Clay, Jefferson Davis and Constantine Rafinesque. The archival record of the University is also housed in this area with documents from the chartering of the University in 1780 up to the present day. The University Archives also contain a large number of photographs. (For additional information see the Special

Collections Policy, Appendix C).

Within the past three years some preventive conservation measures have been initiated on materials in Special Collections/Archives. For the first time the University archives were categorized and organized and at this time the documents were placed in acid-free folders, and the folders placed within acid-free Hollinger boxes. A collection of glass negatives dating from the early 1900's were transferred to acid-free envelopes and placed in acid-free storage boxes. This summer a program was begun involving the early medical theses. These unique manuscripts are of great interest to scholars researching the history of medical education, and they also reflect many of the medical beliefs of the early to mid-1800's. Copies of the theses are frequently requested by people who have learned that one of their ancestors received a medical degree from Transylvania. In the late 1800's these theses, of varying sizes, were bound into volumes arranged by year. Over the years these bindings have deteriorated badly, making use of the theses dangerous. There is evidence of acid deterioration caused by the ink used, and damage can be noted on the top and fore-edges of the theses where the paper has been exposed to light, dirt and pollution. The theses are being removed from the decayed bindings and transferred to acid-free folders. A sheet of acid-free tissue is being placed between each leaf. The theses are stored in acid-free document boxes, arranged alphabetically by author.

Another project initiated this summer is the cleaning, deacidification and encapsulation of the Jefferson Davis letters. An aqueous solution is being used, prepared with club soda and magnesium hydroxide.

Professional restoration has been employed to return to original condition an eleven volume leather-bound set, the Transylvania Journal of Medicine. Spines were replaced, the original boards reattached, resewing was done where necessary, and new headboards were supplied. The work was done by a local binder, Lucy Crump.

LIBRARY MATERIALS - IMMEDIATE ACTION

Although it is tempting to direct the majority of conservation efforts toward Special Collections/Archives, measures affecting the circulating collection should not be overlooked and in many cases are less expensive to initiate. Archival quality mending supplies should be purchased and a staff member instructed in their correct use (A further discussion of this will take place in the Patrons and Staff section). Book pockets and cards made of acid-free paper should be purchased for new books added to the library's collection. Cloth-covered books with important intellectual content should be sprayed with acrylic resin prior to being placed in circulation. This will protect the binding and inhibit mold growth.

In Special Collections and Archives, book boxes can be constructed for fragile items until funds are available for complete restoration. A program for cleaning and oiling all leather-bound volumes should be started and repeated at two-year intervals. Two lists of items needing restoration should be prepared; one for problems that can be handled in-house, and the other for books and documents requiring professional attention. A schedule for sending these out periodically should be adhered to as part of an

annual expense.

To keep the archives up to date, a regular program of clipping both Lexington newspapers and the Louisville Courier-Journal for articles about Transylvania has been carried out for many years. Due to the fact that newsprint deteriorates rapidly, a program to deacidify these clippings before filing should be started immediately.

LIBRARY MATERIALS - INTEPMEDIATE ACTION

For the circulating collection a careful assessment needs to be made of the condition of the heavily used books. If circulation figures justify replacement, an annual program for purchasing worn out titles should be started. Particular attention should be directed towards those increasing number of titles available only in paper. For titles no longer in print, either reprints or microforms could be purchased, or photocopies made on quality acid-free paper. Consideration should also be given to purchasing the little-used scholarly periodicals in microform rather than hard copy. Besides allowing for a longer lifetime, microform would take up less space and cut down on mutilation and theft.

It is anticipated that the projects mentioned above that were started in Special Collections/Archives this summer will take a year to complete, so the next projects outlined for this area will fall into the intermediate category. Photographs and negatives in both the Transylvania and the J. Winston Coleman collections have only been roughly sorted. A more refined arrangement will be made on the next sorting, and at the same time they should be placed in individual acid-free envelopes. Deacidification of

documents that test "acid" should be continued with the Henry Clay and Rafinesque papers receiving highest priority. Manuscripts in particularly poor condition, or those that are frequently handled, should be encapsulated at the same time.

Further attention should be directed to the medical theses since the action presently being taken is meant to temporarily stabilize their condition. Of primary importance would be to microfilm all of the theses so that the originals would no longer have to be handled. The purchase of a microfilm reader-printer would allow convenient and easy reproduction for persons desiring copies. Although it would be an enormous task due to their number (each thesis averaging 20 pages in length), each thesis should be cleaned and deacidified as well. This project would probably stretch into the long range category, given staff limitations.

LIBRARY MATERIALS - LONG RANGE ACTION

A long range plan which should be applied to books destined either for Special Collections/Archives or the general collection would be routine fumigation, particularly for donated materials. The cooperative use of a fumigator could benefit several institutions. Transylvania is a passive collector as far as rare books and Special Collections are concerned and virtually all additions are the result of gifts. Microfilming should be stressed for all frequently used documents, especially those that are somewhat fragile. Finally, a stepped-up program for having fine bindings professionally restored should be instituted. By the time long range goals in regard to materials have been achieved, climate control should

be a reality. There would be little point in spending large amounts of money on professional restoration of bindings, only to place these books in an uncontrolled environment.

So far, preventive and restorative conservation measures have been discussed in regard to the building and the materials. Steps have been outlined in three phases: immediate, intermediate and long range. This breakdown will be disregarded in discussing the final phase of actions, those involving the library staff and patrons. Actions involving the patrons and staff will instead be considered in terms of immediate conservation education which will be continued and refreshed over the years.

LIBRARY STAFF & PATRONS

At present the staff consists of four professional librarians, one of whom is the Head Librarian and one the University Archivist and Curator of Special Collections. There are two library technicians, one library secretary/receptionist and one part-time evening assistant. When school is in session the staff is supplemented by approximately 23 work-study students who service the circulation desk, shelve books and do many of the clerical tasks. Most of the students work from 6 to 12 hours per week. Out of the 23, four are assigned to work in Special Collections/Archives.

Patrons of the library are drawn from the campus community. Students comprise the largest group, then faculty, and finally administrative staff. Although individuals in the Lexington community are permitted to use the library, only a small number do on a regular basis. Special Collections/ Archives serves the greatest amount of non-campus users, drawing from both

the community and throughout the country. Many patrons of Special Collections/ Archives are serviced through correspondence.

Of immediate need is staff education in regard to the proper care, handling and shelving of books. Security is another major point which must be emphasized in the conservation education program. The library staff should receive education in the conservation of library materials and the care and handling of books. Because the library staff members handle books and documents so frequently, they tend to be careless to the point of abuse. The annual orientation held for work-study students would provide an excellent opportunity to instruct the student assistants in the care and handling of library materials. At this time instruction in the use of fire extinguishers will be given and their locations pointed out. A professionally prepared film or sound-slide presentation can be used to explain the basic concepts of library conservation, and the film should be elaborated upon by the conservation officer. The film should be one that illustrates how one identifies brittle books and the importance of withdrawing them from circulation. Particular instructions will be given to those students who attend the circulation desk. An area of shelving at the circulation desk will be provided for these books, and the circulation librarian should check the accumulations weekly. Once the books are identified, decisions can be made as to replacement, microfilming and photocopying, or disposal. This presentation would be repeated annually and preventive conservation measures should be reemphasized as the need arises.

One student assistant should be appointed for mending books and periodicals. This individual should be given explicit instructions in the

correct mending techniques by the conservation officer, and the work closely monitored. Archival quality mending supplies are to be purchased.

Another area in which instruction is needed is that of Interlibrary Loan. During the past few years Interlibrary Loan requests have grown enormously and many books are mailed weekly. Both the librarian in charge of Interlibrary Loan and the student who assists in this area should be given instruction in proper book packaging techniques. They should also learn to quickly identify those materials which should not be mailed due to their condition. Borrowing libraries should be given specific instructions as to the preferred packaging of book materials for their return.

The consumption of food, drink and cigarettes should be restricted to the ground floor lounge. At present, only smoking is restricted to that area. A large sign should be prepared and placed above the copy machine addressing the use of excessive pressure placed on the spines of books when photocopying. Since the copy machine is in clear view of the circulation desk, students who work at the desk should be alerted to watch for patrons mishandling books while copying. Posters could be located in several areas within the library bearing short instructions on the proper care and handling of materials.

Restrictions on the use of Special Collections/Archives were created several years ago by a former curator. Modifications to the policy should be made, especially to prohibit smoking and to institute hand washing before handling materials. (See Special Collections Policy, Appendix C) A one-page sheet listing these restrictions should be prepared and handed to each patron of Special Collections/Archives.

Those student assistants who are assigned to Special Collections/ Archives will receive general instructions on the care and handling of books and manuscripts during their orientation, but this should be enlarged upon by the Archivist for those handling rare materials. All student assistants will be required to wash their hands as they report to work, and no food, drink or smoking will be allowed.

Many conservation projects which were outlined for Special Collections/ Archives in the section on materials are labor intensive. Student assistant support averages 8 to 10 hours per week, but since the library's main objective is to serve the University community, these students are sometimes needed to work at the circulation desk, help with audio-visual equipment, etc. and are therefore relieved from duty in Special Collections/ Archives. Two ways of obtaining additional support staff for Special Collections/Archives could be in the recruitment of a volunteer(s) and the utilization of a library science student seeking an internship in library conservation. This type of arrangement could have very positive benefits for both parties, but careful matching of needs and abilities is imperative. Very specific instructions and close supervision by the curator is also a must. Preferably these individuals could be given a fairly lengthy project to work on from beginning to end so progress and a sense of accomplishment could be achieved by both the library and the volunteer worker(s).

Securing adequate funding for all one wishes to accomplish in a conservation program is always a problem, but it is particularly difficult in a situation where conservation needs denote a long history of neglect. In a case such as Transylvania, where many books and manuscripts have been

owned for almost 200 years, and have seemed to survive, trustees and administrators prefer to assume they will continue to survive, particularly if they are not handled often.

A major step in acquiring funding in such a situation will first of all be in the area of education. While the entire campus community needs to be made aware of conservation problems, it is of particular importance to educate the trustees and key administrators since they control funding. Particular emphasis needs to be given to the fact that books continue to deteriorate even if they are never handled, and that books printed after 1870 are potentially in much poorer condition than works printed earlier. The majority of books and manuscripts in Transylvania's Special Collections date before 1860 so superficially the paper appears to be surviving well, although most bindings are in poor condition. Education of the top administrators might enable the library to have a better opportunity towards achieving their conservation goals which involve major modifications to the building. Each year before the budget is finalized, requests for capital expenditures are submitted. Those deemed essential are funded. The library must compete with other areas of the campus for these funds. A prioritized list of improvements needed in the building has been submitted in the past, but rarely has the library achieved any of its goals. Education must strive to convince the administration that capital expenditures such as climate control, proper lighting, and air filtration will do the most to protect the collections, both old and new. Unfortunately, these capital expense items will be the most difficult to achieve in times of tightened budgets.

One way to give added emphasis to the severity of the problem would be to undertake a careful and detailed appraisal of the collection in its current state. Using the appraised value, it can be projected how much less the collection will be worth in 50 years if deterioration is allowed to continue unchecked. Differences in value between the identical titles in excellent condition and those in poor condition vary as much as one hundred percent.

A closer look needs to be taken by both library and University administrators into how other institutions of a similar size and budget support library conservation programs. One idea which is now in the planning stage is the institution of a "Friends of the Library" program. Friends groups are very active in libraries of similar size and their support can both supplement shrinking budgets and provide personnel for laborious, time-consuming tasks. The establishment of a library endowment fund is often undertaken by Friends groups and income generated by an endowment could be applied to the conservation program. Dues are the main source of income for most Friends groups, but they also receive gifts in cash from memorial donations, money from special fund drives, or hold auctions of duplicate or discarded books. All of these sources of income could be used for renovation to the building, for the purchase of conservation equipment, or for the endowment fund.

One of the most important roles of Friends groups is making the community more aware of the needs of the library. Once this has been accomplished fund raising becomes easier. The community must be convinced that supporting the library with money and gifts is a worthwhile and rewarding proposition.

Individuals who attend meetings and read the Friends bulletin or newsletter are better informed of the library's needs and are more likely to include the library in bequests.

Support for the Friends should be drawn from faculty, alumni, community and professional people, civic leaders, book collectors and dealers, and students. Although students usually cannot make large financial contributions, they could contribute time and labor for special projects. It is important to develop an interest in supporting Friends early on, and nurture them over the years.

Most Friends groups have a newsletter or other type of publication in which items needing restoration could be listed as "gift opportunities." Individuals could be solicited to "sponsor" the restoration of important books and manuscripts. Much of the success of Friends groups is dependent upon the enthusiasm and support they receive from the library staff, particularly the individual who serves as liaison.

Besides Friends groups, other organizations can be involved in supporting projects which have a bearing on their interests. For instance, the Kentucky Chapter of the Children of the Confederacy has donated funds for the preservation of the Jefferson Davis manuscripts. They in turn, have interested their parent national organization, the Daughters of the Confederacy in adding to this support. Part of their donations have been used to purchase acid-free folders and document boxes, deacidification supplies, and materials for encapsulation of the Jefferson Davis manuscripts. These organizations, or perhaps individuals within the organizations, should now be involved in supporting the professional restoration of some badly

damaged manuscripts.

With Transylvania's rich background in early medical education, the support of state and local medical societies would be another possibility in terms of financial support. The majority of titles in Special Collections/ Archives are medical, and these are supplemented by the medical theses collection and the Horine Collection in the Rare Book Room. Support for microfilming the these could be sought from the group as a whole, or individuals within these organizations might be interested in donating money toward restoration of individual items. An effort should be made to closely match the book or document with the proposed donor's interests and budget. Items restored through the donation of a particular individual could be identified with an acid-free book plate, either slipped into a book, or placed on the folder containing the restored document.

Individuals who plan to donate materials to the library, either large collections or individual items, should be made aware of the conservation needs and plans of the library. Most individuals leave books and manuscripts to a University so that they can be made available "forever." Once they are educated as to conservation needs they may become amenable to supporting one or more conservation goals particularly if it will affect the items they are donating.

Within the past several years the library has achieved a "restricted" budget line into which are placed donations such as those of the Children of the Confederacy, and income generated by sales of duplicate Special Collections books, etc. Conservation supplies are already being purchased from this account but the income from this account should be invested, and

the dividends used to purchase relatively small ticket items such as ultraviolet filtering sleeves, solar screen window film, a microfilm reader-printer, etc.

There are ways individuals can be encouraged to make deferred gifts that will benefit the library's programs without depriving themselves of current income. In addition to a direct bequest in their will, there are methods which will allow individuals to receive current income and a current income tax deduction. Examples of such are a pooled income fund, a charitable remainder uni-trust, or a charitable remainder annuity trust. Individuals wishing to provide library programs with a continuing source of income could set up endowment trusts. All programs of this nature would be coordinated with the Vice-President for Development. Once again, it is a matter of educating this office in the importance of conservation measures and the library's goals in this area.

With the advent of networking, most librarians have become aware of the enormous benefits of the cooperative approach. Cataloging, interlibrary loan and acquisitions have become streamlined, and resources shared. Similar benefits can be achieved in the area of conservation, but the participants should not be limited to libraries. Museums, historical associations and societies, archives and record centers share very similar needs and problems.

When a group of institutions in a given geographical area form a consortium, the skills of workers and the expense of sophisticated equipment can be shared by all, thereby reducing the cost of restoration considerably. For a small institution such as Transylvania, the expense of

sophisticated equipment prohibits its purchase and furthermore would not be cost effective given the amount of use it would receive. By joining such a consortium if one were available, Transylvania could have access to such equipment as fumigators, humidifying vaults and Barrow laminators, thereby reducing the cost of setting up its own conservation laboratory. In addition to providing equipment, the cooperative could provide training for Transylvania's personnel, guidance in disaster planning, and should a disaster strike, guidance in the recovery and salvage operations.

Another way of securing funding for conservation programs is through grants. Five to ten years ago grants would have been a more viable option than they appear to be today, given the current social and economic climate. More and more grants appear to be of the matching variety and usually half of the capital needed must be provided by the applying institution. Transylvania has a Grants Coordinator who not only looks for suitable grants but works with the division involved in writing both the initial inquiries and the proposals themselves. In the past year both the Kentucky Humanities Council and the American Philosophical Society were approached for grants to microfilm the medical theses without success, and a grant offered by the National Endowment for the Humanities for conservation was investigated, but not pursued since the matching amount could not be met. Still, grants cannot be discounted entirely and a close watch should be kept on professional literature for possibilities.

The preparation of a conservation plan for the Transylvania Library has been the first step in the prevention of further deterioration. In order to prevent deterioration, which is part of the librarian's responsi-

bility along with the processing and access, a careful assessment of one's own conditions and needs must be made. Much deterioration can be eliminated by managerial actions taken by the library staff such as insisting on good housekeeping practices and a proper environment for the books and manuscripts.

The preparation of this conservation program for the Transylvania Library has heightened the awareness of the entire staff toward this enormous problem. The next step must be to generate a similar awareness among the Board of Trustees, key administrators and vocal faculty members. The library staff must become much more aggressive in pursuing the conservation goals, particularly those involving the library environment. Climate control, air filtration, proper lighting and good housekeeping practices must be achieved so as to perpetuate Transylvania's cultural heritage.

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APPENDIX A

STATEMENT OF LIBRARY AIM AND GOALS

Transylvania University
Frances Carrick Thomas Library

STATEMENT OF AIM AND GOALS

AIM

The aim of the Frances Carrick Thomas Library is to teach the students of Transylvania to utilize successfully the assembled record of civilization and to develop and maintain a supporting collection of materials to be used by the faculty in preparing courses and by students in fulfilling the requirements of those courses. The Library also seeks to gather, preserve and promote the archival record of the University and historical materials related to the role of the University in the history of the Commonwealth.

GOALS

The Library will establish, maintain and review a set of explicitly stated goals and objectives which reflect its contribution to and involvement in the University.

The Library will collect materials up to an optimum collection level in carrying out its stated aims. Use will be a significant criterion for the circulating collection but not for archival materials.

The Library will provide initial and continuing experiences for all students and will maintain a vigorous program of instruction in courses in all areas.

The Library staff will be of a size adequate to carry out its stated aims. It will be composed and organized in such a way as to maximize involvement and to utilize each member's abilities to the fullest.

The Library will achieve a budget necessary to carry out its stated aims. In addition to preparing and defending its budget request to the University, external funding will also be sought where feasible.

The Library will provide a reference collection for the identification and evaluation of sources. Information on the library's holdings and their whereabouts will be readily available. An interlibrary loan service will locate and retrieve items not held by the library.

The Library will be housed in a facility with adequate space in an aesthetically attractive environment. It will accommodate a range of study styles. It will also create and maintain proper environmental controls and preservation activities to protect its resources.

The Library administration will provide full documentation of policies and procedures and gather data for planning and evaluation. Cooperative programs which improve the library's ability to serve will be utilized.

Revised, April 1979

APPENDIX B

LIBRARY COLLECTION DEVELOPMENT POLICY

COLLECTION DEVELOPMENT POLICY

FRANCES CARRICK THOMAS LIBRARY

The Frances Carrick Thomas Library is dedicated to teaching the students of Transylvania University how to utilize the assembled record of civilization. The Collection Development Policy is designed to aid in building a collection of materials for the students to use in fulfilling course requirements, for the faculty to use in preparing courses and participating in university activities, and for administrative personnel to use in the effective performance of their duties.

In accordance with the above aim, the library will plan to acquire all of those materials needed to support the teaching programs of the university. Rare books, manuscripts, and archival materials will be acquired in accordance with the separate policy statement prepared for this class of material. As a necessary part of a liberal education, publications related to general education and of current interest will be acquired as funds permit.

The format of materials purchased will include, but are not limited to monographs, sets, newspapers, journals and other serial publications, maps, pamphlets, music, photo-reproductions, microforms, and all forms of audio-visual materials. All purchases made with library funds are to become part of the library collection.

Lost or mutilated copies which support the teaching programs of the university will be replaced with funds from the appropriate division's allocation. Reference books clearly falling within the curriculum of a particular division will likewise be charged to that division. Divisions may share the expense of titles which fall into two or more divisions' categories when mutually agreeable. The "General" category will be reserved for those materials which are not narrowly specialized and do not fall within divisional lines.

Materials for the library staff to use in the performance of their duties will be charged to the library allocation.

Pamphlets and reprints of journal articles, which are often ephemeral in nature, will be cataloged and added to the collection after a consultation between the faculty member and the appropriate divisional librarian. Standing orders, ongoing orders which insure automatic receipt of annuals, monographic series, etc., will likewise be charged to the divisional allocation. Standing orders, and the out-of-print order file will be reviewed annually to assure the titles are still desired. Special materials which relate to Transylvania's historical background, and the university's relationship to the community and state will be acquired, preserved, and made accessible.

The professional librarians on the library staff work with one or more divisions in coordinating requests. Each librarian will develop the collection within the assigned division(s); serve as reference or resource personnel; and serve as liaison between the library and the faculty of the appropriate divisions. It is the responsibility of the librarians to see that the collection as a whole is developed with objectivity and consistency.

In order to maintain a collection relevant to the user community withdrawal of materials no longer pertinent to the curriculum is necessary. Judging a library collection by percentage of growth alone can cause a distorted view of the quality of the collection. Failure to discard obsolete items while collecting new ones leads to a diminution of the quality of the collection, as well as leading to chronic storage problems. Superseded editions, and surplus copies of works no longer needed for supplementary class use should be

among the first items considered for withdrawal. Titles which have not circulated at least once in the last ten years will be carefully reviewed. In all cases usefulness in regard to the curriculum will be of primary consideration. Decisions to withdraw materials will be made in consultation with faculty members in the academic division concerned, and planned future use will always be taken into account.

Development guidelines have been prepared for materials pertinent to each division. For each divisional category the following information is given in accordance with the guidelines for collection development policies developed by the Collection Development Committee of the Resources Section, Resources and Technical Services Division, American Library Association:

1) Level of collecting intensity codes to indicate
   a) existing strength of collection
   b) actual current level of collection activity
   c) desireable level of collecting to meet program needs
2) Language code(s)
3) Chronological periods collected
4) Geographical areas collected
5) Forms of materials collected (or excluded)
6) Library unit or selector with primary selection responsibility for the field [1]

The levels of collecting intensity codes are defined as follows:

A. Comprehensive level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

B. Research level. A collection which includes the major source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as a very

extensive collection of journals and major indexing and abstracting services in the field.

C. Study level. A collection which is adequate to support undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

D. Basic level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

E. Minimal level. A subject area which is out of scope for the library's collections, and in which few selections are made beyond very basic reference tools.[2]

[1] Collection Development Committee, Resources section, Resources and Technical Services Division, American Library Association, "Guidelines for the formulation of Collection Development policies", Library Resources and Technical Services 21 (Winter 1977): 44-45.

[2] Ibid. p. 42.

APPENDIX C

LIBRARY SPECIAL COLLECTIONS POLICY

SPECIAL COLLECTIONS POLICY

The Special Collections Department has as its mission the gathering, preservation and promotion of the use of the archival record of the university, as well as the integration of the Special Collections into the active life of the university as it pursues its missions in educational and developmental programs. The Special Collections will be developed in accordance with the policies of the library and utilized in accordance with the ACRL "Joint Statement on Access to Organized Materials" statement.

To accomplish that mission the Special Collections Department recognizes the following goals:

--to create and maintain an explicitly stated set of policies governing the development, preservation, security and use of the collections;

--to achieve a budget adequate to accomplish the objectives supporting the mission of the department;

--to acquire facilities which will provide environmental protection and allow for the preservation and security of materials in the collections;

--to provide access to the materials for users in an attractive, secure and comfortable environment;

--to develop the collections in selected areas through a program of gift solicitation and purchase;

--to publicize the resources of the collection through cataloging of holdings, library network participation, publications, exhibits and special programs;

--to assist university development as an information resource, historical depository and locus for social, professional and developmental functions related to the visibility of Transylvania University as an institution reputed for superior intellectual achievement.

In pursuing objectives to meet the stated goals, the following policies will serve as guidelines.

SECURITY

Security of the collections is defined as both security of materials from theft, damage and fire, as well as preservation from the deleterious effects of age and environment. The security of materials under the responsibility of the Curator of Special Collections will be the determining factor underlying Special Collections policy and use. There will be three keys issued to the Special Collections area: one each to the library Director, Curator of Special Collections and the Assistant Archivist. No individuals will be allowed in the Special Collections area unless supervised by one of these responsible persons. The Special Collections area will be staffed during all posted hours. Appendix A lists guidelines and procedures for the use of Special Collections. Supervisors of users are expected to be familiar with and to enforce these guidelines.

USE OF THE COLLECTIONS

The Special Collections are available to be used by the students, faculty and staff of Transylvania. Users from outside the university community are welcome, but first priority must be given university-related use. While free access to information is important, the first priority of the department is the preservation of old, often fragile and sometimes unique materials. Materials will not be made available or used without direct supervision by trained staff. Special Collections materials do not circulate and are not to be used outside of the Special Collections area. Under special circumstances exceptions may be made at the discretion of the Curator.

COLLECTION DEVELOPMENT

The Special Collections Department will seek budgetary support for collection development in specialized areas related to existing major collections and pursuant to general library collection development policy. At the same time it is recognized that the department must rely principally upon the generosity of donors for major gifts. So that this generosity may be channeled into relevant acquisition of special holdings, the general library gift policy will be followed. Copies of the gift policy will be provided prospective donors.

The Special Collections Department will not perform evaluations of books, artifacts or collections for tax purposes. In some circumstances, rough estimates may be given as a service, but these will be informal estimates and not legally valid or binding. The department will refer donors and patrons seeking evaluations to qualified and disinterested third parties for their professional services.

Periodic financial appraisal of the collections will take place for the purpose of determining the current value of the collection.

PRESERVATION

The preservation of the Special Collections is the primary mission of the department. Funding and facilities for an ongoing program of materials preservation will be established and procedures will be initiated and integrated with other technical processes.

PHOTOCOPYING

The use of the copying machine is subject to current copyright legislation. The Curator or Assistant Archivist will decide whether the condition of materials will allow photocopying. Under no circumstance will patrons be allowed to do the copying themselves. Requests for photographic or microfilm copies of materials will be directed to the Curator.

Items to be photographically reproduced will be delivered to a local studio. The Curator or another representative from the library will retrieve them when the job is done. The client will pay for the work and pick up his copies at the studio. The client will always be asked beforehand if the library can be permitted to retain negatives of the work being copied.

CLOTURE

Patrons wishing to use archival or manuscript materials relating to still-living persons or considered to be of a sensitive nature to the institution will be required to obtain permission in writing from the source of the materials or the legal representative thereof. A copy of that permission will be kept on file in the Special Collections Department. When accepting donations of personal papers, manuscript or archival materials, written guidelines regarding use restrictions will be obtained from the donors.

INTERLIBRARY LOAN

Special Collections materials do not circulate and ordinarily will not be considered for ILL. When possible, copies of materials up to 20 pages will be provided free of charge to the requestor as a service of the department. Amounts over 20 pages will be charged at the current price per page. Decisions to comply with original materials to ILL requests will be made at the discretion of the Curator.

PUBLIC RELATIONS AND UNIVERSITY DEVELOPMENT

The Special Collections Department is the most visible facet of the library to outsiders. In addition, as repository of the university archives, the department can play a key role in the developmental activities of the institution. The Special Collections Department will cooperate in every way with requests for materials and services to aid the university administration in this function. The Farris Rare Book Room will be available for professional, social and/or developmental functions. Every effort will be made to respond courteously and promptly to requests for information from any source.

APPENDIX A--GUIDELINES FOR USE OF SPECIAL COLLECTIONS

1. The Special Collections Department is open weekdays from 9:00 AM until 4:00 PM or by appointment.

2. Briefcases, large purses, bookbags and coats will be left at the coatrack by the entrance to the reading area.

3. Patrons will be asked to sign the guestbook and list the materials they wish to use.

4. No ink is permitted near the materials. Pencils and note paper will be provided.

5. No food or drink will be allowed near the materials. While smoking is currently permitted, patrons are requested to move away from materials while they smoke.

6. Patrons will be shown how to handle materials with a minimum of movement and skin contact. Glass plates will be provided to allow materials to lie flat.

APPENDIX D

PROPOSAL FOR A FRIENDS OF THE LIBRARY ORGANIZATION

PROPOSAL FOR A FRIENDS OF THE TRANSYLVANIA UNIVERSITY LIBRARY ORGANIZATION

INTRODUCTION

A recent figure estimates the number of "Friends of the Library" organizations in this country to be in excess of 1,700. This vehicle for public support of the libraries is to be found broadly among both public and private institutions; and is now generally used among museums as well. Transylvania has had Friends of the Library organizations in the past, but does not currently enjoy the benefits of such an organization. As a facet of the university's development activities for the bicentennial celebration, the establishment of a "Friends" organization can provide a continuing base of partial support for the university library. It is now proposed that steps be taken to establish a Friends of the Library organization for the Transylvania University Library.

NAME

While the term "ASSOCIATES" seems to enjoy favor as a name for such organizations, the existence of an Associates group at the King Library, University of Kentucky, argues against the use of this term for the organization proposed. The term "Friends" suggests, however, a more intimate and informal group, less concerned with management and more with altruism. It is suggested, therefore, that the name "Friends of the Transylvania University Library" be used.

PURPOSES

The purpose of a Friends organization should be to build a fairly substantial membership group of people interested in books, reading and the information process who wish to benefit from a close association

with a dynamic college library in terms of giving and receiving. In "giving" terms, this would involve a nominal fee, and such other support as the individual might find it possible and rewarding to give in support of the library's mission. There should be a stated policy that any funds originating with the Friends organization should be used solely for library development, though the gifts remain gifts to the university.

FRIENDS ACTIVITIES

Friends organizations develop their programs in different ways. The Transylvania organization could build its program around such activities as:

> Annual meetings with a speaker. Could be late afternoon with refreshments; or could be a dinner, which would be by paid dinner ticket, and "no-host" or hosted cocktails.
>
> Special meetings and/or presentations during the year on occasion of the opening of special exhibitions or availability of particularly distinguished speakers. Invitations to university-wide events.
>
> A communications vehicle, such as a periodical pamphlet or newsletter, concentrating on brief articles or notes of special interest or appeal to members. Should not be too scholarly, but rather informal, friendly and engaging.
>
> Sponsorship of book and information-related contests or programs among members and/or students.
>
> Aid to library in special acquisitions of facilities or program support. Encouragement of endowment, memorial gifts in lieu of flowers.

BOARD OF DIRECTORS AND OFFICERS

There will be a Board of Directors of twelve members, serving a three year term with the possibility of succeeding themselves. The initial Board would be comprised of four (4) members to serve one year, four (4) to serve for two years, and four (4) to serve three years; thereafter all terms to be three years.

The Board would elect a Chairperson, a Vice-Chairperson (Program Chair), and a Secretary-Treasurer, who would be a member of the library staff and who would provide secretarial and fiscal (bookkeeping and accounting) assistance.

An Executive Committee would consist of five members--the three officers and two other Board members.

It would be to the best interests of the Friends if this group consisted of persons actively interested in libraries, fields of special informational or bibliographic interest, as well as individuals who could be helpful in membership drives and fund raising.

The Executive Committee may organize a membership committee, a publicity committee and other committees that it deems necessary to carry out its mission effectively. The chairpersons of such committees will be selected from the Board membership but other members of the committees should be selected from the membership at large.

MEMBERS

It is the object of the Friends of the Transylvania University Library to obtain as members a broad spectrum of interested individuals and organizations. Alumni, students and faculty/staff, obviously, but in addition, interested parties regardless of Transylvania connection. A Friends group would also appeal to and welcome those people whose only interest is in belonging to a group which includes the name of Transylvania. There are no restrictions for membership other than a willingness to pay the membership fee. Of course, the real contribution to Transylvania will come from the small coterie of interested Friends who take pride in participating in the growth and development

of a library associated with a prestigious institution with a reputation for the highest standards of quality in the education it provides its students.

It would be appropriate to generate initial membership by placing articles in campus news outlets, as well as through announcements in local and state press outlets, public radio and television, and public service spots or donated commercial time on commercial television. For potential members a descriptive brochure in the form of a membership application should be prepared. Friends stationery and membership cards should be designed and prepared. By selective mailing and other means of distribution the brochure could be placed in the hands of potential members.

MEMBERSHIP CATEGORIES

The following membership structure is recommended for the Friends of the Transylvania University Library:

Student:	Freshman	$ 1.00	
	Sophomore	2.00	
	Junior	3.00	
	Senior	4.00	
Friend		20.00	
Sustaining		100.00	
Sponsor		500.00	
Patron or Corporate		1000.00	
Benefactor (Life Member)		2500.00	(or 5 years as Sponsor)

The Board of Directors, on recommendation of the Executive Committee could confer on very special occasions an Honorary Life Membership. Significant donors of the past could be named as initial members or as a separate category of "Benefactor Emeritus" on the basis of their significant contributions.

SUGGESTED BY-LAWS

FRIENDS OF THE TRANSYLVANIA UNIVERSITY LIBRARY

Article I Name

Section I. The name of this organization shall be FRIENDS OF THE TRANSYLVANIA UNIVERSITY LIBRARY.

Article II Purpose

Section I. The purpose of this organization shall be:

a) to encourage understanding and appreciation of the work of the Transylvania University Library and its role in the educational mission of the university.

b) to provide a medium through which friends of the library may become acquainted and share their enthusiasm for books, learning, and the transmission of information and knowledge through a variety of media.

c) to attract bequests and gifts of books, manuscripts, money, technology and media consistent with the library's collecting and operational interest in addition to or beyond the library budget.

Article III Membership

Section I. Membership shall be open to all individuals in sympathy with these purposes, and to representatives of organizations and clubs when such representation is desired.

Section II. Each membership shall be entitled to one vote.

Section III. Membership is for the calendar year.

Section IV. There shall be the following classes of membership: Student, Friend, Sustaining, Patron, Corporate, Benefactor (Life).

Article IV Meetings

Section I. There shall be an annual meeting for the election of officers and the transaction of other business at a time and place to be determined by the Executive Committee.

Article V Board of Directors and Executive Committee

Section I. A Board of Directors comprised of twelve (12) members will be elected by a majority of those present and voting at the annual meeting to serve for a term of three years. Members of the Board may succeed themselves.

Section II. The officers of this organization shall be a Chairperson, a Vice-Chairperson (also serves as program chairperson) and a Secretary-Treasurer, who shall be the Director of the Transylvania University Library or a designated agent of the Director, these to be elected annually by the Board of Directors.

Section III. There shall also be an Executive Committee which shall consist of the officers and two additional members from the Board, elected annually by the Board of Directors.

Article VI Duties of Officers and Executive Committee

Section I. The Chairperson shall preside at all meetings, appoint all standing committees and carry on any other duties connected with the office.

Section II. The Vice-Chairperson shall assist the Chairperson, and in case of absence, shall perform the duties of Chairperson. The Vice-Chairperson shall chair the Program Committee and be responsible for arranging the annual and other meetings.

Section III. The Secretary-Treasurer shall:

a) record the attendance at all meetings and the minutes of the proceedings of all meetings,

b) keep a list of the membership and shall notify the members of the time and place of meetings,

c) collect all contributions.

Section IV. The Executive Committee shall manage the affairs of the Friends between annual meetings. It shall fill, by appointment, any vacancies occuring in any office in the Executive Committee to finish the unexpired term.

Section V. In addition to the annual meeting the Board shall meet to conduct its affairs on such occasions and at such times as the Board itself may direct.

Article VII Membership Categories

Student:	Freshman	$ 1.00
	Sophomore	2.00
	Junior	3.00
	Senior	4.00
Friend		20.00
Sustaining		100.00
Sponsor		500.00
Patron or Corporate		1000.00
Benefactor (Life Member)		2500.00 (or 5 years as Sponsor)

The Board of Directors, on recommendation of the Executive Committee, may confer on very special occasions an Honorary Life Membership. Membership dues amounts may be changed by action of the executive board.

Membership contributions are gifts to Transylvania University. Funds gathered by the Friends will be maintained and accounted through the usual university procedures. Expenditure of funds will be made by the library through its normal channels. Friends funds are accredited to a library restricted account. Gifts of money and/or materials will be subject to library gift policies.

Article VIII Amendments

Section I. These By-Laws may be amended at the annual meeting of the Friends of the Transylvania University Library by a two-thirds vote

of the members present, providing that notice of such proposed amendments shall have been mailed to all members at least ten days before the said meeting.